

Strategic Projects Assistant Job Posting



About Forager Hill Consulting:

Forager Hill Consulting serves Indigenous governments across Canada by supporting the vision and direction of community leaders. Since 2020, we've collaborated with First Nations to advance their goals in climate adaptation, disaster resilience, and language and cultural revitalization. We believe in a holistic approach to resilience, offering a comprehensive suite of services tailored to the unique needs and priorities of each community. Our team of experienced professionals provides hands-on support in community planning, language and cultural revitalization, funding strategies, and project management, backing up Indigenous governments with the resources and expertise they need to advance their priorities.

Position Summary:

We are seeking a highly organized, self-motivated, and growth-oriented individual to join our team as a Strategic Projects Assistant. This role offers a unique opportunity to gain hands-on experience and mentorship in Indigenous planning, climate adaptation, and consulting operations. The successful candidate will work closely with Forager Hill's Senior Resilience Planner (owner/founder) to support project delivery, internal systems, and external communications.

We welcome applications from Indigenous candidates and individuals with lived or working experience in Indigenous communities. Due to project travel requirements, applicants must be based in the Fraser Valley, BC, and be available to travel to remote Indigenous communities in the region.

Responsibilities:

- Support the Senior Resilience Planner in managing calendars, tasks, and communications
- Organize internal project tracking systems, meeting notes, and shared file structures
- Prepare and edit internal and client-facing communications and materials
- Coordinate logistics for meetings, workshops, and travel
- Track project tasks and deadlines; follow up with team members as needed
- Help identify opportunities to improve internal systems and workflows
- Assist with drafting, formatting, or submitting project proposals and reports

- Represent Forager Hill with professionalism and care in internal and external communications

Qualifications:

- Bachelors degree in a related field
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Familiarity with Indigenous governance, planning, or community development (asset)
- Ability to manage multiple priorities in a fast-paced, dynamic environment
- Curiosity, humility, and a willingness to learn
- Comfort with tools such as Google Workspace, Zoom, and shared file drives

Location: Remote (with occasional travel for team meetings or community-based events)

Hours: Part-time (20+ hours/week, with opportunity for growth)

Compensation: \$25–\$30/hour depending on experience

To Apply:

Please submit your resume and cover letter to brinnae@foragerhill.ca